B 230

L.N. 19 of 2002

EDUCATION ACT
(CAP. 327)

Bachelor of Arts (Honours) in Social Administration or in Social Work – B.A. (Hons) – Degree Course Regulations, 2002

IN exercise of the powers conferred upon him by sections 30 (5) and 31 (6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following regulations made by the Senate of the University of Malta by virtue of the powers conferred upon it by sections 31 and 35 of the said Act:

Citation and Interpretation

1. (1) These regulations may be cited as the Bachelor of Arts (Honours) in Social Administration or in Social Work - B.A. (Hons) - Degree Course Regulations, 2002.

(2) In these regulations, unless the context otherwise requires -

"the Board" means the Board of the Faculty of Economics, Management and Accountancy;

"the Course" means the course of studies leading to the Degree; and

"the Degree" means the Degree of Bachelor of Arts (Honours) in Social Administration or in Social Work - B.A. (Hons).

Applicability

2. These regulations shall apply to courses starting in October 2000 or later.

Eligibility

3. To be eligible for the award of the Degree with Social Administration or Social Work as the main area of study, students must have:

(a) registered for, and successfully completed, the full course of studies as provided in these regulations;

(b) passed the Final Examinations for the Degree; and

(c) satisfied all the other requirements laid down in these regulations and in any other relevant statutes, regulations and bye-laws of the University.

Registration Requirements

4. (1) Applicants may be registered for the Course if they are eligible for admission to the University as regular students in terms of the Admission Regulations of the University.

(2) Applicants in possession of the Diploma in Social Work of this University, or a comparable qualification in an area related to Social Administration or Social Work, or who have obtained credits for study-units considered by the Board to be equivalent to those in the Course, may be allowed by the Board to transfer these credits to the Course. In any case, the number of credits transferred should not exceed one-third the number of credits specified in regulation 8.

Course Structure

5. (1) The Course shall consist of two parts.

(2) Part One shall normally extend over a period of one year of full-time study. It incorporates basic study-units in the Social Sciences, which are to be taken by all students.

(3) Part Two shall normally extend over a period of three years of full-time study. At the end of Part One students are required to choose between the Social Administration option and the Social Work option.

(4) To be able to choose the Social Work option, students must:

(a) present a certificate from a Social Welfare agency approved by the Board confirming that they have undertaken a minimum of 50 hours of voluntary work in that agency, to which one credit shall be assigned; and

(b) satisfy a board, set up for this purpose by the Board, that they have the aptitude to follow a course in Social Work.

Course Duration

6. (1) The Course shall extend over a period of four years of full-time studies. The Board may allow students to complete the Course in not more than five years from the date of first admission, under those conditions it may impose.

(2) In special circumstances, Senate may allow a further extension of one year, on the recommendation of the Board.

(3) The Board may allow students, for a good and sufficient reason, to suspend their studies for a maximum of twelve months.

(4) Students admitted in terms of the provisions of paragraph (2) of regulation 4 may complete their course of studies within a period of three years of full-time studies.

(5) The Board may allow students to pursue the Course on a part-time basis, under those conditions (including the duration) it may impose.

Registration for Course and for Study-Units

7. (1) Students shall be required to register for the Course before the beginning of each academic year and to register for study-units before the

beginning of each semester, within the period stipulated by the Office of the Registrar.

(2) Students shall be awarded a grade for a study-unit only if they have registered for it on the Study-Unit Registration Form. At the beginning of each semester, students may add or drop a study-unit on the prescribed form and within the period stipulated by the Office of the Registrar.

(3) Students are expected to inform the Registrar in writing if they resign from the Course, indicating the date of their resignation.

Course of Studies

8. (1) Part One shall consist of study-units to which 30 credits shall be assigned. Students must register for 30 credits and obtain at least 26 credits in order to be allowed to proceed to Part Two.

(2) Part Two shall consist of study-units to which 90 credits shall be assigned. These shall include the writing of a dissertation of approximately 15,000 words to which 6 credits shall be assigned. The dissertation is to be written according to criteria established by the Board. In order to complete Part Two, students must register for 90 credits and obtain a minimum of 82 credits, including the credits for the dissertation.

(3) In each year of Part Two of the Course, students shall be required to obtain a minimum of 26 credits.

Catalogue of Study-Units

9. The Board shall draw up a catalogue of study-units for each area of study. The catalogue shall indicate the level, code, title, description and type of each study-unit, the credits assigned to each study-unit, which study-units are compulsory, concurrent or pre-requisites for other study-units, and the methods of teaching and assessment. The Board shall publish the catalogue prior to the commencement of each Course, following the approval of Senate.

Progress and Assessment

10. (1) Credits shall be assigned according to the following grades in descending order of merit: A+, A, B+, B, C+, C, D+ and D. Failure shall be indicated by F. Incomplete work due to justifiable reasons (illness, approved absence, etc.) shall be indicated by I. In all other cases the results of uncompleted study-units shall be indicated as F.

(2) Students who fail in any study-unit shall be allowed a supplementary assessment. Such a supplementary assessment should normally have the same mode of assessment as the corresponding first assessment. A supplementary assessment of a study-unit shall be held at the next scheduled examination session (May or September) as the case may be. In the case of assignments, the supplementary assessment shall be made by arrangement with the lecturer concerned. In the supplementary assessment, the maximum grade that may be awarded shall be grade D.

(3) If unsuccessful in the supplementary assessment, students may retake the study-unit again once only. When students fail a re-taken study-unit, they shall be allowed a final supplementary assessment. In the case of study-units which are re-taken, the maximum grade that may be awarded in the assessment and in the final supplementary assessment shall be grade D.

(4) Students shall not be allowed to be re-assessed for a study-unit if they have already been awarded credit for it.

(5) Study-units shall be offered at different levels. Basic study-units shall be given at Level 1, while more advanced study-units shall be given at Level 2 or higher.

(6) The Board may allow students to transfer credits obtained for study-units in a course of studies at this University or at a university recognised for the purpose by the Senate, provided such study-units are comparable in content and level to the ones offered in the Course.

Final Examinations

11. (1) Students shall be eligible to sit for the Final Examinations if, by the end of Part Two, they have registered for, and completed, study-units to which a minimum of 108 credits are assigned and have obtained a pass in at least 100 credits.

(2) The Final Examinations shall normally be held in June and shall consist of six three-hour written papers.

(3) A *viva voce* examination may also be held.

Supplementary Session of the Final Examinations

12. (1) Students who fail in any paper of the Final Examinations shall be required to sit for the failed paper/s in the September Supplementary Examination Session of the Final Examinations. If successful, the maximum grade that may be awarded shall be grade D.

(2) In the case of failure in the Supplementary Session of the Final Examinations, students shall be required to re-sit all the papers in June of the following year. If successful, the maximum grade that may be awarded for the previously failed paper/s shall be grade D.

Final Results

13. (1) The final result shall take into consideration the students' performance in the study-units, the dissertation and the Final Examinations.

(2) The Final Examinations shall carry fifty per cent of the weighting for the final result. The credits obtained during the four years of the Course shall carry the remaining fifty percent, irrespective of the number of study-units followed in excess of the minimum required.

(3) The names of students who have qualified for the award of the Degree shall be published in separate lists for Social Administration and Social Work, in alphabetical order, as follows:

First Class (Honours)
Second Class (Honours) (Upper Division)
Second Class (Honours) (Lower Division)
Third Class (Honours)
Pass.

Repeal

14. The Bachelor of Arts (Honours) in Social Administration or in Social Work - B.A. (Hons) - Degree Course Regulations, 1998, published as Legal Notice 53 of 1998, shall be deemed to cease to be in force as from the 30th September 2000,

provided that students registered for this course before the 1st October 2000 shall continue to be governed by the regulations that were in force at the time of their joining the course.

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